

## REQUEST FOR AFTER-HOURS PLAN REVIEW

Date: \_\_\_\_\_ Permit Application #: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Requestor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Preferred completion date: \_\_\_\_\_

**The Requestor will be notified in the event that the County is unable to accommodate the request by the specified date. The Requestor will need to be available on the specified date in the event Staff have questions or to complete tasks as needed.**

Select After-Hours Plan Review Requested Below		***** Staff Use Only *****	
Agency	Fee	Staff	Date with AM/PM
Addressing	(No Fee)		
Zoning	(\$160 / \$320)		
Impact Fees	(\$160 / \$320)		
Drainage	(No Fee)		
Building	(\$160 / \$320)		
Electrical	(\$160 / \$320)		
Plumbing	(\$160 / \$320)		
Mechanical	(\$160 / \$320)		
Fire	(\$80 / \$160)		

**In order to obtain an after-hours review the following requirements shall be met:**

- For scheduling purposes, this form **must** be completed and in our office with fees paid **BEFORE 2:00 PM** on the day the review is requested. If the review should occur during the weekend or holiday hours, the form and the fees must be in our office **BEFORE 2:00 PM on the day prior to the weekend or holiday**. Email to: [BPCustomerService@seminolecountyfl.gov](mailto:BPCustomerService@seminolecountyfl.gov)
- Before any request for an after-hours review is scheduled, the Chief Plans Examiner or Office Supervisor must verify staff availability and authorize the office to schedule the review(s).

**Applicable fees:** weekdays is \$160.00 for 2 hours (additional \$80 per hour above 2 hours)  
weekends/holidays is \$320.00 for 4 hours (additional \$80 per hour above 4 hours)

- Weekend is considered from Friday at 5:00 pm to Monday 8:00 am.
- Holiday time starts at 5:00 pm the normal business day prior to and ends at 8:00 am the day after the holiday.
- If it is determined through plans examination that flood review is required, an additional after-hours fee will be applied. This fee will need to be paid at the completion of the after-hours review cycle.
- If the review exceeds the time that was charged, additional fees will be applied. This fee will need to be paid at the completion of the afterhours review cycle.

**\*\*\*\*\* ALL FEES ARE NON-REFUNDABLE \*\*\*\*\***

Requestor's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_